

CIVIL AIR PATROL
Auxiliary of the United States Air Force
Iowa Wing Headquarters
P.O. Box 199
Anamosa, IA 52205

Iowa Wing Supplement 1
CAPR 66-1
1 Jan 2000

CIVIL AIR PATROL AIRCRAFT MAINTENANCE MANAGEMENT

This supplement establishes standard aircraft maintenance procedures for all Iowa Wing Corporate Aircraft. This supplement applies to all personnel operating and/or maintaining corporate aircraft. CAPR 66-1, dated 01 September 1998, is supplemented as follows:

4. Responsibilities. Iowa Wing Headquarters shall appoint one officer within the Operations section to oversee and approve all maintenance on corporate aircraft. This officer will be known as the Director of Maintenance (DOM). The DOM shall report to the Director of Operations (DO).
 - a. (Added) Each unit assigned a corporate aircraft will designate an officer to serve as a point of contact on matters relating to the maintenance of their assigned aircraft. This officer will be known as the Unit Maintenance Officer. Request for approval to perform maintenance on corporate aircraft shall be made by phone, FAX, e-mail or writing to the DOM. The unit Maintenance Officer should be prepared to provide details of the work required and estimated costs. The DOM based upon the recommendation of the Unit Maintenance Officer, will decide choice of maintenance facilities. Once the DOM has made a decision, he/she will inform the Wing Commander, the Wing DO, the Wing Finance Officer, and the Iowa Liaison NCO. Every effort will be made to utilize the CAP Supply Depot for required parts. No major maintenance will be performed without first consulting with HQ CAP-USAF/LGM, to determine if any of the required maintenance is reimbursable.
 - b. (Added) When maintenance has been performed on Corporate aircraft, it shall be the responsibility of the Unit Maintenance Officer to insure that the vendor forwards the original invoice directly to Iowa Wing Headquarters. The Unit Maintenance Officer will also insure that all maintenance is properly recorded in the aircraft logbooks. Logbooks are to be available for review by the Wing Staff on request.
- 8a. Aircraft Inspections. Unit Maintenance Officers will complete a CAPF 71 (Aircraft Checklist) at each 50 hr oil change and forward a copy Wing HQ. The most recent copy will be kept in the Aircraft Information File on board the aircraft.

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8e. The DOM will inspect each corporate aircraft on an annual basis to insure that all appropriate FAR's and directives of CAPR 66-1 are in compliance.

14. Financial Accounting

a. The Wing Commander, upon recommendation of the Wing Finance Committee and Wing DO, determines flying hour charges. These will be reviewed periodically by the Finance Committee and updated as necessary.

b. (1) (Added) Units shall submit payment for monthly flight time charges based on the following dry rates for all non-reimbursed missions when invoiced by Wing HQ. Units will be billed quarterly.

<u>AIRCRAFT</u>	<u>172</u>	<u>182</u>
Dry Rate	\$13.00 per hr	\$16.00 per hr.
Wet Rate	\$37.00 per hr	\$46.00 per hr.

b. (2) (Added) Units shall establish a "wet rate" in accordance with CAPR 66-1 for members flying corporate aircraft of an amount not more than listed above.

c.(3) (Added) Hangar rental fees will be paid for by Wing. Billing invoices/statements should be forwarded to Wing HQ by the squadron, or the vendor.

15. No later than 1 February of each year, or within 14 days of a change, unit commanders will advise the Wing Director of Operations as to the location of assigned aircraft, hangar access, special sign out procedures and compliance with CAPR 66-1, paragraph 15, and the established squadron "wet rate" or refueling responsibility. This information will then be forwarded to all units in the Wing.

REX E. GLASGOW
Colonel, CAP
Commander

Supersedes: All previous Iowa Wing supplements to CAPR 66-1

OPR: DO (Lt Col Smith)

Distribution: Each Unit, NCR/DO, NCLR/DO, HQ CAP-USAF/LGM, IALO.

